

Leicester Elementary Discipline Flow Chart V.1.0

Observe Problem Behavior → Warning/Confer w/Student

(Yellow)

Tier 1 Descriptors
(potential Minor in
Educators Handbook)

Low level disruption or
distraction to classroom
environment

Refused to work after 3
unsuccessful attempts to
refocus student

Horseplay, running in
inappropriate space

Low level defiance and
disrespect

Inappropriate language

Name calling/derogatory
comments

Less chronic or acute



(Orange)

Tier 2 Descriptors
(+/- potential major
referral)

Third repetition of Tier 1
offense

Leaving or attempting to
leave without permission

Vandalism to property

Outright disrespect to adult
or staff

Plagiarism/cheating

Physical threat/intention to
harm

Harassment/Cruelty/
Bullying
Chronic vs. acute
(include counseling
notification)

(Red)

Tier 3 Descriptors
Major referral

Fighting

Theft

Leaving school property
without permission

Weapons

Drugs

Other severe

Severe and ongoing
disruption

More chronic or acute



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Observe Problem Behavior → Warning/Confer w/Student

Tier 1 & 2

Classroom Outcomes

Complete minor referral and communicate with parents about misbehavior

After 3rd documentation of specific behavior (chronic) requiring minor, write a major referral.

At that time the administration will meet with student and assign needed consequence. Administration will communicate with parents.

Tier 2 & 3

Administrative Outcomes

Staff completes major referral (acute). Student will then be seen asap.

Administrative meets with student, determines next steps, and communicates with parents.

Outcome and further details will be entered by administration with copies made for student, staff, and data manager if needed.

Outcomes can include (ordered on severity of concern) Conferencing, Lunch Detention, After School Detention, ISS (office), ISS (classroom), OSS. Remember that the intention of the consequence is to lessen the likelihood of further behaviors and is not designed to be retaliatory. Follow up with counseling when prudent.